

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	VAT Yes/No	2018/19 Recalculated excl. VAT	2018/19 R incl. VAT	% Increase / decrease
	1	LIBRARY CARDS								
	1.1	NON-RESIDENTS								
		Persons living outside the metropolitan area (around borders of Council) i.e. paying members both adult and juvenile	One card	Card valid for one year.	revised practice, see below	revised practice, see below	y			
		Note: Learners attending school in the metropolitan area and full time students registered with a tertiary institution with proof of studentship		Cards issued at no charge						
	1.2	VISITORS AND NON-RESIDENTS								
SB		Persons temporarily living in the metropolitan area, i.e. holiday visitors both adult and juvenile	Per Card	Visitors may opt for a card permitting a maximum of seven items, limited to books/ periodicals only. Valid for maximum period of 6 months	521.74	600.00	y	569.57	655.00	9.2%
SB		Persons temporarily living in the metropolitan area, i.e. holiday visitors both adult and juvenile	Per Card	Visitors may opt for a card permitting a maximum of ten items, including seven books/ periodicals and three audio visual items. Valid for maximum period of 6 months	1,043.48	1,200.00	y	1,139.13	1,310.00	9.2%
SB		Persons living outside the metropolitan area (around borders of the City) i.e. paying members both adult and juvenile	One card	Non-residents may opt for a card permitting a maximum of seven items, limited to books/ periodicals only. Card valid for one year.	521.74	600.00	y	569.57	655.00	9.2%
SB		Persons living outside the metropolitan area (around borders of the City) i.e. paying members both adult and juvenile	One card	Non-residents may opt for a card permitting a maximum of ten items, including seven books/ periodicals and three audio visual items. Card valid for one year.	1,043.48	1,200.00	y	1,139.13	1,310.00	9.2%

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SB		Note: Learners attending school in the metropolitan area and full time students registered with a tertiary institution with proof of studentship		Cards issued at no charge						
	2	REPLACEMENT OF LOST CARDS								
SB		Computer membership card	per card		17.39	20.00	y	17.39	20.00	0.0%
SB		Manual membership card	per card		3.48	4.00	y	3.48	4.00	0.0%
SB		Membership cards replaced during the Annual Public Library Week and the Annual National Book Week		Replacement of cards during this week - gratis	No charge		n	No charge		
	3	OVERDUE ITEMS								
		Fine for overdue items (except video cassettes, DVD's and special loans)								
SB		Overdue for the: 1st week (or part thereof)	per item		1.00		n	1.00		0.0%

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					2017/18	2017/18	VAT	2018/19	2018/19	% Increase / decrease
					Recalculated	R	Yes/No	Recalculated	R	
					excl. VAT	incl. VAT		excl. VAT	incl. VAT	
SB		2nd week (or part thereof)	per item		2.00		n	2.00		0.0%
SB		3rd week (or part thereof)	per item		3.00		n	4.00		33.3%
SB		4th week (or part thereof)	per item		4.00		n	5.00		25.0%
SB		5th week (or part thereof)	per item		5.00		n	6.00		20.0%
SB		6th week (or part thereof)	per item		12.00		n	14.00		16.7%
SB		7th week (or part thereof)	per item		19.00		n	22.00		15.8%
SB		8th week (or part thereof)	per item	Maximum fee	26.00		n	30.00		15.4%
SB		Fine for each overdue video cassette, DVD or special loan	Per item per day	Maximum Fine - R56.00	7.00		n	8.00		14.3%

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SB		Fines for overdue items returned during the Annual Library Week and the Annual National Book Week		No fines will be charged for outstanding/overdue items returned during this week (fines will be waived)	No charge		n	No charge		0.0%
		Fines for overdue items returned during International Children's Day 01 to 07 June. Applicable to children's card 0-12 years only		No fines will be charged for outstanding/overdue items returned during this week (all outstanding fines will be waived)						
		Collection of overdue items by Safety and security staff	per visit	Overdue items will be collected from patrons at a cost of R400 per collection visit.			y	347.83	400.00	
SB		Fines waived		Librarians-in-Charge / Librarian may waive fines on written application in certain circumstances beyond the control of the patron, e.g. illness of patron, etc.	No charge		n	No charge		
SB	4	RESERVATION ITEMS	Per reservation	non-refundable. Free to senior citizens 60 years and older, but limited to a maximum of 5 reservations at any given time.	7.83	9.00	y	8.70	10.00	11.1%
SB		Reservation of indigenous languages other than Xhosa			No charge		n	No charge		
	5	LOST OR DAMAGED MATERIAL								
SB		All library material	Per item	All items charged at cost price as indicated by Brocade, rounded down to the nearest ten cents	cost price (rounded down to nearest 10 cents)	cost price (rounded down to nearest 10 cents)	y			N/A

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SB		Minor damage excluding damage to CD / DVD cases	Per item		27.83	32.00	y	30.43	35.00	9.4%
SB		Damage to plastic covers and CD/DVD cases	Per item		10.43	12.00	y	10.43	12.00	0.0%
		Items lost and/or damaged due to theft, fire or natural disaster		The Area Manager/Head: LIS may waive the cost of lost and damaged material on written application and proof of incident where such items were lost/damaged.						
	6	PHOTOCOPIES								
SB		A4	Per copy	In those libraries where photocopiers are owned by the outsourced service provider and utilised by the public.	0.61	0.70	y	0.78	0.90	28.6%
SB		A3	Per copy	In those libraries where photocopiers are owned by the outsourced service provider and utilised by the public.The charge for A3 needs to be 2X that of A4 because the coin boxes can only be calibrated for equal units.	1.22	1.40	y	1.57	1.80	28.6%
	7	PRINTOUTS FROM PCs								

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SB		Two tone printing or Laser printing	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.	0.70	0.80	y	0.78	0.90	12.5%
SB		Two tone printing or Laser printing	Per page	In those libraries able to offer printouts done by staff; includes all printing as per Promotion of Access to Information Act.	0.35	0.40	y	0.35	0.40	0.0%
		Colour printer	Per page	In those libraries able to offer printouts done by staff	Discontinued. Service only being offered where Friends Of The Library currently provides colour printers.	Discontinued. Service only being offered where Friends Of The Library currently provides colour printers.	y			N/A
		A3 Two tone printing or Laser printing	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.				1.39	1.60	
	8	FAXES								
SB		Outgoing - local, first page	Per page	In those libraries able to offer this service	5.22	6.00	y	5.22	6.00	0.0%

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SB		Outgoing - local, second and subsequent pages	Per page	In those libraries able to offer this service	5.22	6.00	y	5.22	6.00	0.0%
SB		Outgoing - national	Per page	In those libraries able to offer this service	7.83	9.00	y	7.83	9.00	0.0%
SB		Outgoing - national, second and subsequent pages	Per page	In those libraries able to offer this service	6.09	7.00	y	6.09	7.00	0.0%
SB		Incoming	Per page	In those libraries able to offer this service	5.22	6.00	y	5.22	6.00	0.0%
	9	HIRING OF HALLS								

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		Period of rental	Per session	Per Session is defined as a morning, or a afternoon, or a evening session - (full tariff applicable to partially utilised session). Maximum of 4 hours per session. After hour session - a maximum of 4 hours per session in those libraries able to offer the service					0.00	
	9.1	Milnerton Lecture Theatre		Seats 126 people						
		Business / commercial organisations								
SB		Lecture Theatre / Auditorium	Per session		869.57	1,000.00	y	921.74	1,060.00	6.0%
SB		Audio-visual / sound equipment	Per session							
					339.13	390.00	y	356.52	410.00	5.1%
SB		Kitchen								
			Per session		86.96	100.00	y	95.65	110.00	10.0%
								0.00		
		Cultural / community organisations						0.00		
SB		Lecture Theatre / Auditorium								
			Per session		173.91	200.00	y	182.61	210.00	5.0%

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SB		Audio-visual / sound equipment	Per session		147.83	170.00	y	156.52	180.00	5.9%
SB		Kitchen	Per session		86.96	100.00	y	95.65	110.00	10.0%
	9.2	Central Library Seminar Rooms								
		Business / commercial organisations								
SB		Seminar Room I	Per session		365.22	420.00	y	386.96	445.00	6.0%
SB		Audio-visual / sound equipment	Per session		339.13	390.00	y	356.52	410.00	5.1%
SB		Kitchen	Per session		86.96	100.00	y	95.65	110.00	10.0%
								0.00		

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SB		Seminar Room II	Per session	No kitchen facility included	147.83	170.00	y	156.52	180.00	5.9%
SB		Audio-visual / sound equipment	Per session		147.83	170.00	y	156.52	180.00	5.9%
SB		Discussion Rooms	Per session	No kitchen facility included	No charge		n	No charge		
SB		Audio-visual / sound equipment	Per session		147.83	170.00	y	156.52	180.00	5.9%
		Cultural / community organisations								
SB		Seminar Room I	Per session		147.83	170.00	y	156.52	180.00	5.9%
SB		Audio-visual / sound equipment	Per session		147.83	170.00	y	156.52	180.00	5.9%
SB		Kitchen	Per session		86.96	100.00	y	95.65	110.00	10.0%
SB		Seminar Room II & Discussion Rooms	Per session		No charge	No charge	y	No charge	No charge	

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SB		Audio-visual / sound equipment	Per session		147.83	170.00	y	156.52	180.00	5.9%
SB	9.3	All other Library Halls		Library halls / activity rooms are not designed as lettable facilities as are community halls and so are not used for social (e.g. celebrations of birthdays), political (e.g. rallies) or religious (e.g. church services) events. Their primary purpose is to provide a venue for cultural or community events. Kitchen facilities are excluded and the normal tariff is applicable when used by cultural/community organisations. Cultural/community organisations do not pay for the use of these facilities.	No charge	No charge	n	No charge	No charge	
SB		Business / commercial organisations	Per session		156.52	180.00	y	173.91	200.00	11.1%
SB		Committee Room, Bellville and Pinelands only	Per session		95.65	110.00	y	104.35	120.00	9.1%

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SB		Kitchen (where available)	Per session		86.96	100.00	y	95.65	110.00	10.0%
SB		Audio-visual / sound equipment (where available)	Per session		147.83	170.00	y	156.52	180.00	5.9%
	10	Inter Library Loans via the Western Cape Library Service	Per item requested	Library and Information Services can assist in sourcing additional material from Sabinet via Western Cape Library Services for patrons at a tariff of R40 per request, payable to Western Cape Library Services.			y	34.78	40.00	